



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1700.3J
00E
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COMNAVCRUITCOM INSTRUCTION 1700.3J

From: Commander, Navy Recruiting Command

Subj: COMNAVCRUITCOM SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10
(b) OPNAVNOTE 1700 dtd 29 Dec 05

1. Purpose. To revise procedures within the Navy Recruiting Command for the Sailor of the Year (SOY) Program.

2. Cancellation. COMNAVCRUITCOMINST 1700.3H. Marginal notations are included.

3. Background. Reference (a) provides guidelines for the Chief of Naval Operations (CNO) Sailor of the Year (SOY) program. Commander, Navy Recruiting Command (COMNAVCRUITCOM) will select one candidate for consideration as CNO Shore Sailor of the Year.

4. Eligibility. Reference (a) provides eligibility requirements for CNO Shore Sailor of the Year and specifically excludes production recruiters eligible for Enlisted Recruiter of the Year. (R)

5. Responsibilities

a. The COMNAVCRUITCOM CNO-Directed CMC, shall establish a board to select the COMNAVCRUITCOM SOY. The SOY selection board will select a candidate prior to 28 February annually.

b. Commanding Officers of Navy Recruiting Districts (NAVCRUITDIST) shall select one candidate from their command. The nominee will be forwarded to their respective NAVCRUITREG Commander in the format of enclosure (3) to reference (b). (R)

c. NAVCRUITREG Commanders shall select one SOY candidate from all activities within their area of responsibility and submit the selection to COMNAVCRUITCOM CNOCM. Negative reports are required. (R)

d. Officer in Charge, Navy Recruiting Orientation Unit (NAVCRUITCOM ORIENT UNIT), shall submit one nomination directly

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to COMNAVCRUITCOM CNOCM in the format provided in enclosure (3) of reference (b). Negative reports are required.

e. COMNAVCRUITCOM Headquarters' Sailor of the Quarter Selection Committee shall select one candidate from assigned personnel to be forwarded directly to COMNAVCRUITCOM CNOCM in the format provided in enclosure (3) of reference (b). Negative report is required.

6. Guidelines. When reviewing candidates for selection as SOY, special consideration should be given to those individuals who have excelled in the more demanding and challenging assignments. In addition to the requirements of enclosure (3) to reference (b), the following information shall be included in nomination packages:

a. Certified copies of all evaluations for the past three years.

b. Each nominee will write an essay addressing their nomination, single page, double spaced, 350 words or less in Courier New (10 or 12 point).

c. PFA results must be within 45 days of nomination and administered in accordance with OPNAVINST 6110.1.

(R)

d. 5 x 7 color photograph (one each front and side view, full length, uncovered, in Service Dress Blue, with light blue or grey background).

7. Recognition. Intermediate levels of command are authorized to provide appropriate recognition to their respective candidates, with the exception of awarding medals.

a. Command Navy and Marine Corps Achievement Medals will not be awarded until it is known that individuals are no longer in competition for COMNAVCRUITCOM Sailor of the Year.

b. NAVCRUITREG and COMNAVCRUITCOM Headquarters nominees for COMNAVCRUITCOM SOY who are not selected will be awarded a Navy and Marine Corps Achievement Medal at the COMNAVCRUITCOM Headquarters level.

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c. COMNAVCRUITCOM's nominee to the CNO will receive an engraved laser plaque, and if not selected as the CNO Shore Sailor of the Year, COMNAVCRUITCOM Headquarters will also award a Navy and Marine Corps Commendation Medal.

8. Action. Screening of nominees will take place during the month of January, covering the preceding calendar year. NAVCRUITREG Commanders, NAVCRUITCOM ORIENT UNIT and HQ will submit nomination packages to COMNAVCRUITCOM (00E) not later than 1 February for selection board consideration. The COMNAVCRUITCOM SOY will be announced on 22 February of the selection year. Report Control Symbol 1700-3 has been assigned to this report.

/s/

P. E. DONAHUE

Deputy

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Lists: I(A, F, G and I), IIA, III(A, B, C and D)